

R-3 Project Monitoring for Outgoing Funds

Forest Service Contact/Program Official Responsibilities

- 1) Determines FS programmatic needs (along with his/her Staff Director) per the annual Work Plan.
- 2) For unsolicited proposals, notifies G&A Specialist when proposal is received and makes recommendation for award.
- 3) For competitive requests for proposals, works with G&A Specialist to develop the RFP.
- 4) Determines availability of funding for the entire proposal, or conducts negotiations with offeror along with G&A Specialist (if needed) to modify the work plan and budget. Requests commitment in I-Web and provides a job code. OBLIGATION IS NOT RECORDED UNTIL ALL STEPS ARE COMPLETED IN I-WEB.
- 5) Provides advice to G&A Specialist on capacity of potential Cooperator to complete the project, past performance.
- 6) Ensures that Statement of Work has milestones and ways to measure performance by the Cooperator.
- 7) Ensures that Cooperator is aware of responsibilities/requirements under the agreement (e.g. performance and financial reports.)
- 8) Monitors performance through performance reports, onsite visits, telephone conversations and any other means to determine status of project. Uses this information to determine accruals under the agreements (work performed but not yet paid.)
- 9) PROVIDES ACCRUAL INFORMATION TO THE G&A SPECIALIST IF NOT RECEIVED FROM THE COOPERATOR.
- 10) Works with G&A Specialist if additional time or money is needed to complete the project. Requests amendments adding time or money and provides the information to the G&A Specialist. G&A Specialist prepares amendment for signature by the parties prior to additional work being performed or prior to expiration under the original agreement. G&A Specialist executes in I-WEB.
- 11) Approves requests for payments in I-WEB if work is progressing under the terms of the agreement.
- 12) If performance does not conform to the terms of the agreement, notifies G&A Specialist who notifies cooperator of inadequate performance through a multi-step process.—THIS PROCESS IS SIMILAR TO, BUT NOT THE SAME AS THE CONTRACT DEFAULT PROCESS.
- 13) In cases where there is a failure to improve, assists G&A Specialist in correcting performance under the agreement or in the termination process.
- 14) Ensures that all correspondence, reports, etc. are provided to G&A Specialist, who keeps the master file (Program Official's file is a copy for his/her reference.)
- 15) Coordinate and notify G&A Specialist when performance is completed and project is ready to close out.

R-3 G&A Process, Incoming Funds

Forest Service Contact/Program Official Responsibilities

- 1) Program Manager determines whether FS can accomplish work required under the RFP from an outside entity.
- 2) Program Manager ensures that project is covered under Work Plan.
- 3) Provides proposal to G&A Specialist for review prior to submitting to outside entity. Program Manager completes burden worksheet and gets proper approvals. Forest Supervisor can OK waiver of burden under \$1,000, others have to be approved by RO.
- 4) G&A Specialist reviews RFP requirements to make sure that no required award provisions will violate federal law.
- 5) Program Manager submits proposal. If proposal is accepted and the project is awarded, submits proposal, Work Plan, and burden documentation to G&A Specialist.
- 6) G&A Specialist prepares Collection Agreement or Interagency Agreement and enters proposal into I-WEB.
- 7) G&A Specialist sends Agreement to Cooperator for signature.
- 8) G&A Specialist receives Agreement from Cooperator and gets required FS signature.
- 9) All documents are sent to ASC, RACA by the G&A Specialist. Those include Work Plan, burden documentation, and Agreement.
- 10) ASC obtains spending authority and issues a jobcode for the project. **NO WORK SHOULD BEGIN UNTIL THE JOBCODE IS PROVIDED BY ASC.**
- 11) Program Manager ensures that program reporting is accomplished per the requirements of the Cooperator. If billings need backup documentation, makes sure that reporting accompanies billings and informs G&A Specialist of the requirement.
- 12) G&A Specialist compiles list of Agreements that require back-up documentation for ASC so billings are not sent to Cooperator without back-up.